

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

DEPARTMENT: Department of Corrections and Rehabilitation

POSITION: Regional Recruitment and Retention
Workforce Manager
Plata Workforce Planning and Management Development
Division of Correctional Health Care Services
CEA Level 2

(2 Positions, Northern Region and Southern Region)

VACANCIES LOCATED IN:

SACRAMENTO COUNTY
FRESNO COUNTY

PENDING CONTROL AGENCY APPROVAL

FINAL FILING DATE: February 28, 2007

SALARY RANGE: \$7,558 - \$8,333

DUTIES/RESPONSIBILITIES:

Under the supervision of the Deputy Director, *Plata* Workforce Planning and Management Development, Office of the Receiver, the Regional Recruitment and Retention Workforce Manager is responsible for assisting in the design, organization, and implementation of a recruitment and retention program for the Northern or Southern Region, which will focus on attracting and retaining a large pool of applicants for health care professions within the California Department of Corrections and Rehabilitation. The position(s) provides functional supervision to the *Plata* Personnel Analysts and *Plata* Office Technicians assigned to the institutions in the Northern or Southern Region as it relates to recruitment and retention of *Plata* classifications.

Duties include, but are not limited to:

- Trouble shoots problems with recruitment, selection, and hiring efforts with institutions in the Northern or Southern Region; develops tactical recruitment plans in coordination with individual institutions to address their specific geographic recruitment challenges for specific health care classifications, which includes training the institutions with the implementation of these plans, and providing them with the necessary tools to do so; and monitors institution progress made in conducting interviews and expeditiously fills existing and ongoing vacancies.
- Ensures, via hands on direction, and with training and guidance, that the institution personnel office and medical department are working together to ensure appropriate recruitment initiatives are undertaken expeditiously when recruitment problems are identified; that appropriate follow up with candidates is accomplished and within an expedited timeline as well as ensuring that appropriate efforts are underway to ensure that the institution has a readily available candidate pool as future vacancies occur for each medical classification; and conducts site visits on a regular basis to ensure ongoing recruitment efforts are being maintained.
- Researches and analyzes regulations, policies, and procedures and recommends revisions or a course of action to overcome identified problems in the effort to streamline the recruitment, selection, and hiring process for healthcare professionals statewide; and participates in planning, organizing, and implementing the Department's recruitment, selection, hiring, and retention program for health care professionals.
- Provides superior customer service to interested health care applicants by directing them to complete an application on line, answering general questions, or putting them in touch with the appropriate institution or Department recruiter.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES:

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative

problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.

2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization.

DESIRABLE QUALIFICATIONS:

- Broad and extensive experience in planning, organizing, and directing or coordinating a large scale recruitment and retention program as it relates to health care recruitment.
- Experience in the formulation and implementation of procedures, policies, and programs related to health care recruitment and retention programs.
- Experience in personnel management and supervision, which demonstrates the ability to motivate staff and manage large groups; and knowledge of the manager's role in providing equal employment opportunity in the work place.
- Demonstrated abilities in communicating effectively both orally and in writing; and in representing the department with various stakeholders such as the State Personnel Board, California Community Colleges, medical and nursing licensing boards, and other agencies to develop selection standards and pre-employment educational programs.
- Demonstrated experience in developing cooperative working relationships with other division managers, departmental staff, the Legislature, Governor's Office, numerous control agencies, and community groups; and gain the confidence and support of top level administrators.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, or Parole Administrator I, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with Legislators, local governmental jurisdictions, community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION:

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidates' ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length or be less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Regional Recruitment and Retention Workforce Manager, Plata Workforce Planning and Management Development, Division of Correctional Health Care Services, CEA Level 2 vacancies. For further information regarding this position, please contact Toni Dodds at (916) 327-8033.

FILING INSTRUCTIONS:

A Standard State Application (Form 678), Statement of Qualifications, and Resume must be submitted and postmarked by February 28, 2007 to Toni Dodds, Executive Recruitment and Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filling date to the same street address listed above for Executive Recruitment and Appointments.

GENERAL INFORMATION:

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination, and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

DEPARTMENT OF CORRECTIONS AND REHABILITATIONS

VISION STATEMENT: *We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:*

- *Intervention to at-risk populations*
- *Quality services from time of arrest*
- *Successful integration back into society*

MISSION STATEMENT: *To improve public safety through evidence-based crime prevention and recidivism reduction strategies.*